



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF AKLAN

December 11, 2023

DIVISION MEMORANDUM

No. **575**, s. 2023

**YEAR-END PERFORMANCE REVIEW AND ORIENTATION ON
QUALITY MANAGEMENT SYSTEM**

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Principals-In-Charge of the District
**Heads of Private and Public Elementary, Secondary
and Integrated Schools**
All Others Concerned

1. This is to inform the field that the Office of the Schools Division Superintendent will conduct a Year-End Review and Orientation on Quality Management System on December 19, 2023.
2. The activity aims to:
 - a. assess the office performance for CY 2023;
 - b. plan relevant programs, projects and activities for the Organization's target for CY 2024; and
 - c. orient Division Office Personnel on Quality Management System.
3. Participants to this activity are the Division Office Personnel, Public Schools District Supervisors and Principals-In-Charge of the District.
4. The field offices are also hereby informed that the different section/unit in the Functional Divisions shall operate with skeleton workforce on December 19, 2023 due to the above-mentioned activity. All transactions on December 19, 2023 is only for **"RECEIVING"** through the Security



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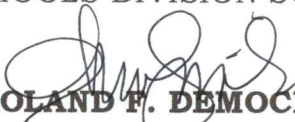


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Guard on duty. Fully operational workforce shall resume on Wednesday, December 20, 2023 following the normal office hours.

5. Expenses incurred for this activity shall be chargeable against MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
6. Adherence to the usual health and safety protocols shall strictly be observed during the conduct of the activity.
7. Immediate dissemination of and compliance with this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


ROLAND F. DEMOCRITO
Administrative Officer V
In-Charge of the Division

Enclosure/s: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

POLICY PROGRAM SEMINAR TRAINING

RFD



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